

**Job Information****Job Title:** SALES TAX MANAGER**Req'd Education:** Not Specified**Company:** CTMI, LLC**Req'd Experience:** At least 8 year(s)**Location:** US-TX-Dallas**Base Pay:** Salary, Bonus, Benefits**Employee Type:** Full-Time**SALES TAX MANAGER****CTMI, LLC****EXCITING OPPORTUNITY WITH TREMENDOUS GROWTH POTENTIAL!**

We invite you to explore a career with a growing professional services consulting firm specializing in tax saving consulting services. CTMI is currently seeking a dynamic colleague to join our team as a Manager in our Sales Tax Department. This is an excellent opportunity for the right candidates to join an exceptional group of professionals dedicated to exceeding client expectations in the delivery of effective tax savings and advisory services. Come grow with us!

**CONSULTANT RESPONSIBILITIES****Client Engagement**

- Overall responsibility for assigned recovery audits, working directly with client personnel.
- Develop and maintain positive working relationships with clients, ensuring a high level of customer service. Interact as needed with client in an effective and professional manner to resolve any audit related issues or queries.
- Actively communicate audit updates and findings to clients and CTMI management.
- Travel to client locations to gather invoices, tax returns, and any other documentation as needed. Ability to travel up to 30% as needed.
- Work with Clients, vendors and tax authorities.

**Data Analysis**

- Review and examine audit data to identify potential items for investigation. Conduct assorted comparisons to discover recovery opportunities.
- Utilize various audit reports and queries to conduct analysis and document findings.
- Work with raw data to complete calculations and analysis.

## **Research and Confirmation**

- Update audit database based on findings and information.
- Review documentation and research tax and/or vendor related issues.

## **Reporting and Other**

- Prepare audit schedules and ad hoc client reporting as needed.
- Prepare status reports for clients.
- Handles tasks in a timely manner and with a high degree of accuracy.
- Handles and safeguards confidential information and sensitive material.
- Performs other duties and assists with other projects as assigned.

## **LOCATION**

CTMI's offices are located in Dallas and Fort Worth, Texas.

## **COMPENSATION**

Base Pay: Salary commensurate with experience

Benefit package includes medical, dental and 401k

CTMI, LLC is an Equal Opportunity Employer

## **CONTACT INFO:**

Send cover letter and resumes to [careers@ctmi.com](mailto:careers@ctmi.com)